

CATAWBA COUNTY GOVERNMENT

Employment Application

Position Applied For _____

Position Number _____

First Name	MI	Last Name	SSN
Address		City	State
Zip Code	County	Daytime Phone	Evening Phone

EDUCATION

	High School	Vocational/ Technical	College/ University	Graduate/ Professional
School Name and Location				
Did you Graduate?	Yes No GED	Yes No	Yes No	Yes No
Dates Attended				
Credit Hours				
Type Degree				
Course of Study/Major				

SKILLS

List any fields of work for which you are currently licensed, registered, or certified. Give dates and sources of issuance.

List any office or other special skills you possess (typing wpm, shorthand, business machines, professional equipment, etc)

List any computer hardware and software with which you have experience.

List any foreign languages in which you are fluent.

GENERAL INFORMATION

Please Answer All Questions

- Do you currently work for Catawba County Government? yes no
- Are you a former employee of Catawba County Government? yes no
If yes, indicate Dept. and Date Separated _____
- Are you related by blood or marriage to any person currently employed by Catawba County? yes no
If yes, indicate Name, Dept., and Relationship _____
- Have you ever worked under another name? (Used to verify work experience, education, etc.) yes no
If yes, please list _____
- Are you legally eligible to work in the United States? yes no
- If you have a valid driver's license, indicate state of issuance and DL# yes no

- Have you ever been convicted of any unlawful offenses, other than a minor traffic violation: yes no
If yes, please explain fully on separate sheet.
NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at the time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and the type of job for which you are applying for will be considered.
- When will you be available to begin work (mo/day/yr)? _____

EMPLOYMENT HISTORY

PLEASE READ CAREFULLY

Using a separate section for each position, describe in detail ALL work experiences beginning with your present or most recent job. List all jobs you have held. Include periods of unemployment, military service, internships, and volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application. **DO NOT REFER TO RESUME.**

Employer	Address	Phone
Job Title	Supervisor's Name and Title	No. Supervised by You
Date Employed (Mo/Yr) _____	Starting Salary: \$ _____ Per _____	May We Contact Employer?
Date Separated (Mo/Yr) _____	Ending Salary: \$ _____ Per _____	yes no
Full-time _____ #years _____ #months	Part-time _____ # years _____ # months; If Part-time, # of hours worked per week _____	
Reason for Leaving/Wanting to Leave:		
Description of Work:		

Employer	Address	Phone
Job Title	Supervisor's Name and Title	No. Supervised by You
Date Employed (Mo/Yr) _____	Starting Salary: \$ _____ Per _____	May We Contact Employer?
Date Separated (Mo/Yr) _____	Ending Salary: \$ _____ Per _____	yes no
Full-time _____ # years _____ #months	Part-time _____ # years _____ # months; If Part-time, # of hours worked per week _____	
Reason for Leaving:		
Description of Work:		

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Job Title	Supervisor's Name and Title	No. Supervised by You
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Full-time _____ #years _____ #months	Part-time _____ # years _____ # months; If Part-time, # of hours worked per week _____	
Reason for Leaving:		
Description of Work:		

CERTIFICATION		
<p>I certify that all of the statements made in this application and any attached documents are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements or information may be grounds for rejection of my application, or dismissal if I am employed. I also understand that as a condition of my employment, I will be required to furnish documentation verifying my identity and eligibility to work in the United States. A background check of my driving , criminal, credit, or other records may be conducted before employment. I permit the County to conduct a police and court records investigation of my background if relevant to the job for which I am applying.</p> <p>I authorize any and all of my current and previous employers, including the U.S. Government or U.S. Military, and other persons, registration and licensing boards, and educational institutions listed on my application, to provide Catawba County Government with any job-related information requested. I waive any right to legal claims against a disclosing person, employer, or institution and the prospective employer seeking and using this information for hiring purposes. Notwithstanding any provisions of Federal or State law, I also waive any right I may have to review confidential material or information received by Catawba County from a person, employer, or institution.</p> <p>I understand that Catawba County is a drug free workplace and that I must pass a drug urinalysis test, and may be required to pass a physical examination provided by Catawba County, before I may be employed by Catawba County.</p> <p>I certify that if I am a male between the ages of 18 and 26, I am aware of and in compliance with all applicable registration requirements of the Military Selective Service Act.</p>		
<table style="width: 100%;"> <tr> <td style="width: 60%;">Signature of Applicant (Unsigned applications will not be processed)</td> <td style="width: 40%;">Date</td> </tr> </table>	Signature of Applicant (Unsigned applications will not be processed)	Date
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CATAWBA COUNTY GOVERNMENT
Employment Application

Catawba County Personnel Department

100 A South West Boulevard

Post Office Box 389

Newton, NC 28658

Phone: 828-465-8383; TDD: 828-465-8200

FAX: 828-465-8472; Infotalk Jobline: 828-465-8468

WWW.CO.CATAWBA.NC.US

APPLICATION INSTRUCTIONS

PLEASE READ AND FOLLOW CAREFULLY

- Applications are accepted for current Catawba County vacancies only.
- A separate application must be completed for each position for which you apply.
- Please type or print application information. Use Black Ink ONLY to complete the application.
- Photocopies of the Application may be submitted with the current date, position desired, and an original signature.
- Resumes and cover letters may be submitted with the completed application for supplemental information.
- Incomplete applications will not be considered. Applications that are received unsigned, undated, incomplete, or after the closing date, will be eliminated from consideration.
- A completed Catawba County Employment Application must be either submitted to the Personnel Department located in the Government Center by 5:00 pm or mailed to the above address and postmarked by 5:00 pm on the closing date to be considered for a current vacancy.
- Catawba County does not keep applications on file. You must apply for each vacancy for which you want to be considered.
- All applications become the property of Catawba County and cannot be returned.
- Catawba County Government is a drug free work place. All persons offered employment must have a negative drug test before being employed by Catawba County.
- For information about current vacancies, call the Infotalk Line at 828-465-8468.

Catawba County is an equal opportunity employer.

It is the policy of Catawba County Government to prohibit discrimination on the basis of race, gender, creed, national origin, religion, age, or disability in employment or the provision of services.

Equal Employment / Applicant Data

Catawba County Government is an Equal Opportunity Employer. Catawba County Government prohibits discrimination based on race, gender, creed, national origin, religion, age, or disability in employment or the provision of services.

The information below is requested for data collection purposes and will be used only to evaluate how well our recruitment efforts are reaching all segments of the population.

The information on this form will in no way affect you as an applicant. This data will be physically separated from the remainder of your job application before the application is considered for possible employment.

We would appreciate you providing this information. However, completing this form is strictly voluntary. **Please return this section even if not completed.**

[illegible]

Gender	Male
	Female

Ethnicity	White (Caucasian, Non-Hispanic)
	Black (African-American, Non-Hispanic)
	Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
	Asian (including Pacific Islander)
	American Indian (including Alaskan native)

Disability	Yes
	No

Note: A disability is any impairment which substantially limits a major life function.

How did you become aware of this position?

Hickory Daily Record
Charlotte Observer
Other Newspaper, which one _____
Friend
County Employee
Catawba County Web Site
America's Job Bank
Other (please specify) _____

Cable TV _____
 Employment Security Commission _____
 E-Mail _____
 Employment Agency _____
 Infotalk Jobline _____
 Trade Journal, which one _____
 Other Internet site, which site _____